



**DEPARTMENT OF THE ARMY**  
HQ, 4th Brigade (CSS), 95th Division (Institutional Training)  
8020 Army Drive  
Grand Prairie, TX 75051

REPLY TO  
ATTENTION OF:

S: 13 November 2004

AFRC-TOK-DCO

12 September 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Announcement of 4<sup>th</sup> Brigade (CSS), 95<sup>th</sup> Division (IT) Staff Position Vacancies, located at Grand Prairie, TX

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following positions as indicated below:

Position	Grade	Branch/AOC	Section	Vacancy Date
Military Personnel Tech	CW4	AG/420A0	S1	Upon Selection

3. Applicants will possess the following prerequisites:
  - a. Be presently in the grade for the position or selected for promotion.
  - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
  - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
  - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, **ATTN: Mr. Robert Burns**, to arrive **not later than 13 November 2004**. The application will consist of the following items:
  - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.
  - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and

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date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

- c. Biographical Summary, as shown at enclosure 2.
  - d. Verified up-to-date copy of DA Form 2B (PQR).
  - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037, (Officer Record Brief) for IMA/IRR Officers.
  - f. Copy of applicants last three (3) Officer Evaluation Reports (OER).
  - g. Commander's statement shown at enclosure 3.
  - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
  - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
5. Application packets may be forwarded directly to this headquarters.
6. Qualified applicants will be notified of the personal interview schedule, if applicable.
7. POC is Mr. Robert Burns, 972-343-4179, 877-432-9028 ext 4179, Fax 972-343-4193, E-Mail Robert.Burns4@us.army.mil.

5 Encls

- 1. Transmittal Ltr
- 2. Biographical Summary
- 3. Commander's Statement
- 4. Travel Statement
- 5. Sample Packet Arrangement

//ORIGINAL SIGNED//

REGINALD A. GRANT

COL FA

Commanding

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades

Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330

Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200

Cdr, 75<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054

Cdr, 87<sup>th</sup> Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244

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DISTRIBUTION (Con't)

Cdr, 78<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 91 Truman Dr South, Edison, NJ 08817-2487

Cdr, 80<sup>th</sup> Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237

Cdr, 84<sup>th</sup> Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218

Cdr, 91<sup>st</sup> Div (EX), ATTN: AFRC-TOK-PR, Bldg 602, Murray Circle, Ft Baker, CA 94965

Cdr, 98<sup>th</sup> Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609

Cdr, 100<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205

Cdr, 104<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, Bldg 987, Vancouver, WA 98661

Cdr, 108<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205

Cdr, 63<sup>rd</sup> RSC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720

Cdr, 70<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 4575 36<sup>th</sup> Avenue West, Seattle, WA 98199

Cdr, 77<sup>th</sup> RSC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359

Cdr, 81<sup>st</sup> RSC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209

Cdr, 88<sup>th</sup> RSC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111

Cdr, 89<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720

Cdr, 90<sup>th</sup> RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118

Cdr, 94<sup>th</sup> RSC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433

Cdr, 96<sup>th</sup> RSC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113

Cdr, 99<sup>th</sup> RSC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071

Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000

Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000

Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000

Cdr, 19<sup>th</sup> TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315

Cdr, 377<sup>th</sup> TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

## **TRANSMITTAL LETTER EXAMPLE**

**Date**

**JEFFERSON, Thomas E., 000-000-000, COL**

**SUBJECT: Announcement of Staff Officer Vacancy**

**President**

**HQ, 4<sup>th</sup> Brigade (CSS) Officer Vacancy Selection Board**

**ATTN: AFRC-TOK-DXO (Mr. Robert Burns)**

**8020 Army Drive**

**Grand Prairie, TX 75051**

**1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:**

**As advertised in referenced memorandum**

**2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:**

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- f. Officer Evaluation Reports (last 3)**
- d. Commanders Statement**
- e. Mileage Statement**

**3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010**

**7 Encls  
as**

**THOMAS E. JFFERSON  
LTC, IN, USAR**

**BIOGRAPHICAL SUMMARY**

As of \_\_\_\_\_

**JEFFERSON, Thomas Edward, 000-00-0000**

**Colonel, Infantry, USAR**

**Date and Place of Birth: 4 July 1940, Jefferson, Iowa**

**Mandatory Removal Date: 15 March 2000**

**Home Address: 1700 Shirley Road, North Potomac, Maryland 20878-2200**

**Home Phone Number: (239) 555-1000**

**Present Assignment: ARPERCEN, Control Group (Individual Mobilization Augmentee)**

**Civilian Occupation: Executive Vice President, DFS Corporation  
Gaithersburg, Maryland**

**Business Phone Number: (239) 555-1200 E-Mail: JeffersonT@usarc.mil.com**

**Enlisted Service:**

**RA 20 January 1960 – 9 September 1963**

**Source and Date of Commission or Appointment:  
ROTC, 15 March 1964 (Distinguished Graduate)**

**Total Years of Commissioned Service: (Active Duty and Active Reserve)**

**Over 27 years**

**Total Years of Service:**

**Over 31 years**

**Military Education: (Resident or Nonresident)**

**Year Completed**

**Educational Degrees:  
(School, City, State – degree, major, date)**

**Year received**

Univ of Iowa, Iowa City, Iowa B.A. Political Science

1971

Antioch School of Law, Washington, D.C.

J.D. 1985

Encl 2

JEFFERSON, Thomas E., 000-00-000

As of \_\_\_\_\_

**Decorations, Service Medals, and Badges:** **(List by precedence) (year awarded)**

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

19--

Army Reserve Components Achievement Medal with  
Two Oak Leaf Clusters

National Defense Service Medal

19--

Vietnam service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

**Chronological List of Appointments**

2LT	USAR	07 Jun 62
1LT	AUS	23 Apr 64
CPT	USAR	20 Oct 66
MAJ	USAR	12 Mar 76
LTC	USAR	11 Mar 83
COL	USAR	10 Mar 88

**Chronological Record of Duty Assignments:** **From To**  
**(by category in chronological order without abbreviation and use OER dates)**

**ACTIVE DUTY** **(show casual status and non-rated periods)**

Student, Engineer School, Fort Belvoir	Jun 62	Feb 63
Casual Status	Feb 63	Mar 63
Platoon Leader, Company C, 701 <sup>st</sup> Engineer Battalion		

**USAR – Not on Active Duty**

Control Group (Annual Training)	Jan 65	Aug 65
Student, USAR Schools	Sep 65	Feb 67
Control Group (Reinforcement)	Feb 67	May 67

**ARNG – Not on Active Duty**

Plans & Policy Officer (IMA), Fort Huachuca, AZ	Oct 70	Jan 74
Plans & Policy Officer, 103 <sup>rd</sup> Corps Support Command		

**Des Moines, Iowa**  
**Executive Officer, 3<sup>rd</sup> Battalion, 75<sup>th</sup> Field Artillery**  
**Houston, TX**

**Jan 74**

**Feb 79**

**Aug 79**

**Aug 82**

**Encl 2**

**JEFFERSON, Thomas E., 000-00-000**

**As of \_\_\_\_\_**

**USAR – AGR**

**Personnel Management Officer, Engineer Branch**

**OMPD, RCPAC, St Louis, MO**

**Aug 82**

**Oct 86**

**Staff Officer, Personnel Division, OCAR**

**Washington, D.C.**

**Oct 86**

**Mar 88**

**USAR – Not on Active Duty**

**Engineer Staff Officer (IMA), Office of the Chief**

**Engineers, Washington, D.C.**

**Mar 88**

**Present**

**BIOGRAPHICAL SUMMARY, ADDENDUM A**  
**Civilian Occupation**

JEFFERSON, Thomas E., 000-00-000

As of \_\_\_\_\_

Civilian Occupation: Executive Vice President, DFS  
Corporation, Gaithersburg, Maryland

**Nature, Scope, and Extend of Responsibilities:**

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three location. Annual operation budget for 1995 is in excess of 9 million. Position requires worldwide travel to customer location

(Signature and Date)

**DO NOT INCLUDE ANY CIVIC OR COMMUNITY  
ACTIVITY STATEMENTS ON THIS PAGE**



Encl 2

**COMMANDER'S STATEMENT**

**NAME OF OFFICER** \_\_\_\_\_  
(Last, First, MI)

**RANK** \_\_\_\_\_ **SSN** \_\_\_\_\_ **DOB** \_\_\_\_\_

**ARMY PHYSICAL FITNESS TEST**

**Date of last testing:** \_\_\_\_\_  
**Results (Passed/Failed)** \_\_\_\_\_  
**If failed, status** \_\_\_\_\_

**If an alternate APFT was administered a copy of the profile is attached**    **Yes**    **No**    **NA**

**Documentation to substantiate cause if APFT not taken due to medical reasons**  
**Yes**    **No**    **NA**

**WEIGHT STANDARDS:**

**AGE** \_\_\_\_\_ **Current Height:** \_\_\_\_\_ **Current Weight** \_\_\_\_\_ **Max Allowable Weight** \_\_\_\_\_

**\*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate.    Yes    No    NA**

**I certify that I have personally verified all information contained herein.**

\_\_\_\_\_  
**(SIGNATURE OF OFFICER'S IMMEDIATE COMMANDER)**

\_\_\_\_\_  
**(TYPED OR PRINTED NAME, GRADE AND DUTY TITLE)**

\_\_\_\_\_  
**(Date)**

**Figure A-2-Commander's Statement**

**Encl 3**

**STATEMENT OF TRAVEL DISTANCE**

**Mileage from my home address to the Staff Position being consider is**

**Approximately \_\_\_\_\_miles. If selected for assignment, method of**

**Travel will be by \_\_\_\_\_.**

**I will be available to participate in all administrative and MUTA drills,  
regardless of distance.**

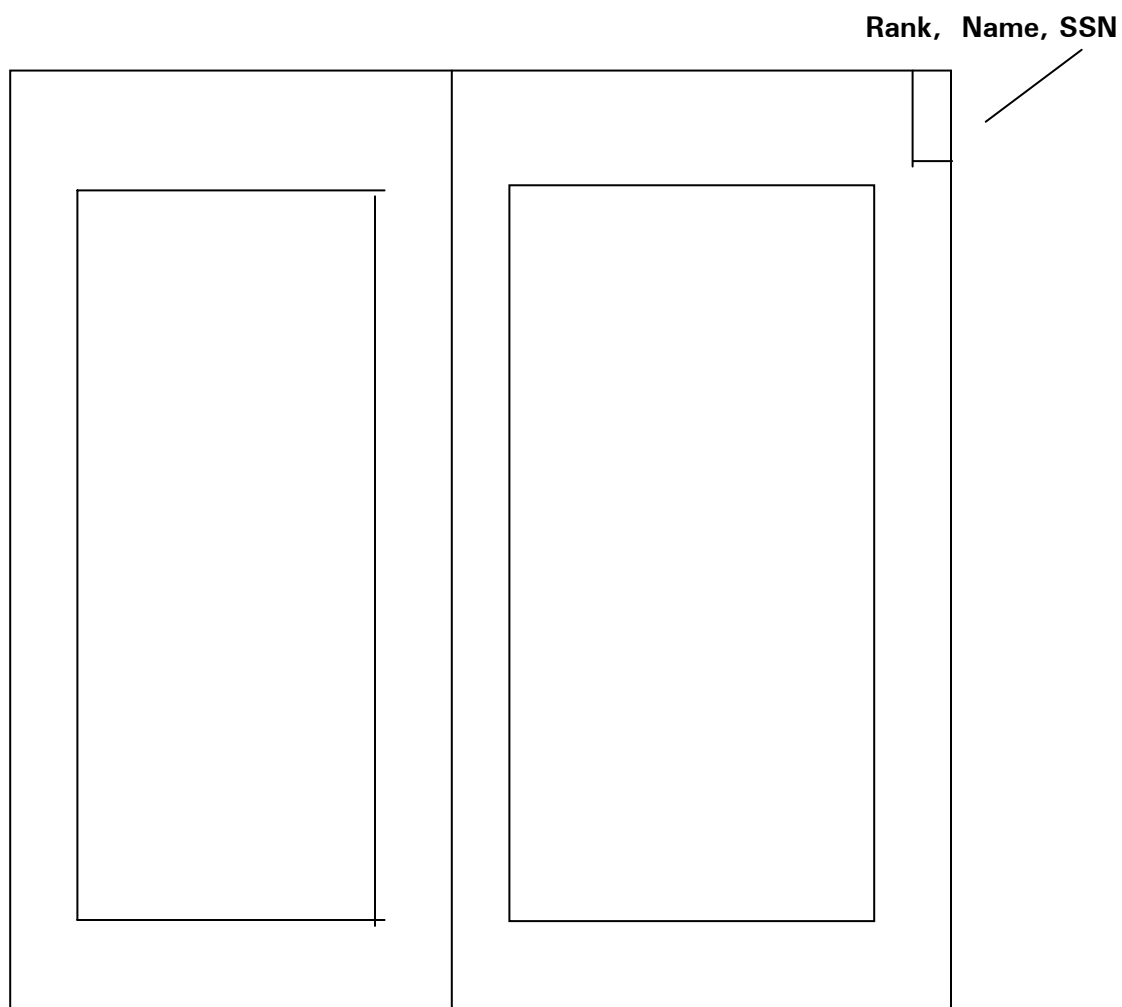
\_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**(TYPED OR PRINTED NAME, GRADE, SSN)**

\_\_\_\_\_  
**(DATE)**

ENCL 4

**SAMPLE ARRANGEMENT OF APPLICATION PACKET**



Documents will be in a manila folder arranged as follows with the first item shown on top:

a. On the RIGHT SIDE under prong fastener w/o top.

- 1) Photograph
- 2) Biographical Summary

- 3) 2B (PQR)
- 4) DA Form 2-1
- 5) Last 3 OER's
- 6) Commander's Statement
- 7) Mileage Statement (if applicable)

b. Stapled on the LEFT SIDE. (Staples will be pointed towards the inside of packet)

- 1) Transmittal Letter

Encl 5